



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

11- 30	VACANCY ANNOUNCEMENT – RIYADH	03/21/2011
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RE-ADVERTISEMENT

OPEN TO	ALL INTERESTED CANDIDATES
POSITION	IM ASSISTANT/SECRETARY POSITION # 100546
OPENING DATE	MONDAY, MARCH 21, 2011
CLOSING DATE	MONDAY, APRIL 04, 2011
WORK HOURS	EMBASSY STANDARD WORKING HOURS ARE FROM 0800 TO 1700 HOURS
SALARY	* ORDINARILY RESIDENT, POSITION GRADE FSN-06, SR 60,172/- (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES). * NOT ORDINARILY RESIDENT, POSITION GRADE FP-08, US\$ 35,753/- --GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON. --U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.
NOTE	THE ACTUAL HIRING FOR THIS POSITION WILL BE CONTINGENT UPON AVAILABILITY OF FUNDS

NOTE:

- ALL APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR EMPLOYMENT.
- ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.

The Information Systems Center (ISC) of the U. S. Embassy in Riyadh, Saudi Arabia is seeking an individual for employment in country as an IM Assistant/Secretary.

BASIC FUNCTION OF THE POSITION

The incumbent is a member of the Embassy Information Systems Center (ISC) staff and reports directly to the Information Systems Officer (ISO). The employee will maintain equipment inventories, checkout laptops, setup DVC (Digital Video Conferences), configure BlackBerries, scan media and burn CDs, maintain passwords for various applications, handle departing and arriving customer email accounts and documentation, perform basic security checks on computers, label all computer equipment, and change systems passwords. The incumbent will also perform updates to post's SharePoint website, assist with the distribution of new equipment, and provide administrative support.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Education:** Completion of Secondary School (Twelve years of school) and two additional years of either technical or college level training.
2. **Experience:** Two to three years of progressive responsibilities in a combination of clerical and computer operations work, which includes at least six months in the operation of a computer.
3. **Language Requirements:** Level IV English (Fluent: Write/Speak/Read).
4. **Knowledge/Other Criteria:** A good understanding of Microsoft Office. Basic computer knowledge, including hardware setup and minor adjustments and maintenance.
5. **Other Skills:** Incumbent must be able to follow written instructions, be able to work independently with minimum supervision, have good customer support skills, and be detail oriented. The incumbent must also have technical aptitude.

SELECTION PROCESS

When equally qualified, US citizen Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application using a separate sheet of paper.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
4. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.

5. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi identity card or residence/work permit.
5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In-person – Front Gate, American Embassy, Riyadh, or

By mail – Human Resources Office, Riyadh

P.O. Box 9430, Riyadh 1163, Saudi Arabia

By Fax: 966 (1)-488-7765

By e-mail: HRORiyadh@state.gov

DEFINITIONS*

1. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. AEFM (Appointment Eligible Family Member): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil; Foreign, or uniform services.

6. Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,

- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE: CLOSE OF BUSINESS MONDAY APRIL 04, 2011

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.